



Family Services Worker – Range 3

We are looking for a Family Services Worker – Range 3 to provide support at a Head Start site.

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information visit us at www.seta.net.

Position Summary: Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.



Starting Salary: \$16.79/hour

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts, 457 and 401A plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

- I. At least two (2) years' experience in carrying a caseload of up to 80 Head Start/EHS families. Ability to coordinate projects, services and activities and follow them through to conclusion; data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee; representing Head Start in the coordination of services with a variety of community partners; providing training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans; monitoring files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction. **AND**
- II. An Associate's Degree in social work, human services, family services, counseling or a related field.
OR
A Family Development Credential.
OR
The ability to earn one of the above within 18 months of hire.



Who May Apply: This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion.

How To Apply:

A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **SETA will not accept applications electronically submitted after the 5 p.m. deadline.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

Posting Date: Monday, November 6, 2017

Final Filing Date: Monday, November 20, 2017 by 5 p.m.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.